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| **SMARTBOARD TRAINING** | | |
| Levl | Topic |  |
| **1** |  |  |
| A | Basics | Set-up and maintenance.  Using tabs: page sorter, gallery, attachments, properties |
| A | Objects | Toolbars-top and side, tools: drawing and measurement, insert images, object drop- down menu |
| B | Interactive lessons | Design and layout, create: hide and reveal and ID activity  Share files |
| B | Ink Aware | Applications in Word, Excel, Power Point |
| \* | Certificate | Hands-on activities completed |
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| **2** |  |  |
| A | Lessons design | Design effective activities |
| A |  | Structure and organize: title pages, grouping, linking attachments, organize My Content folders, Team Content |
| A | Lessons Activities | Add style: color, themes, alignment guide tables, lesson pages, graphics |
| A |  | Interactive: dual page display and pin, attach sound, animate objects |
| B | Resources | Find and use interactive resources---toolkit |
| B | Integrate media | Transparent backgrounds, page recorder, SMART recorder and video player, insert images, import using picture capture tool |
| B | Lesson delivery | Interactive tools- deliver and leverage by organizing and customizing |
| \* | Certificate | Hands-on activities completed |
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